



## MRE INSPECTION REPORT

Agent Name:		ID	Area	Date	Time Started	<input type="radio"/> AM <input type="radio"/> PM
<input type="radio"/> External-Based	<input type="radio"/> Internal-Based	<input type="radio"/> Random-Based	<input type="radio"/> Other Explain:			
Permit#		Exp. Date:	Valid: <input type="radio"/> YES <input type="radio"/> NO		Total Inspection Hours:	
Business Name						
Address			City	TX	ZIP Code	
Business Representative Name						
Business Representative Title			DL/ID	State	Other ID	
Type of Inspection	<input type="radio"/> Initial Inspection		<input type="radio"/> Follow Up Inspection		Previous Inspection Date	
	Agency Assist, Agency Name:			TOM records check completed: <input type="radio"/> YES <input type="radio"/> NO		

<b>In Compliance:</b>		
<input type="radio"/> YES	<input type="radio"/> NO	
<b>Local Law; Criminal Penalty.</b> (TOC §1956.003)		
<input type="radio"/>	<input type="radio"/>	Local License or Permit, when required.
<b>REGISTRATION</b>		
<b>Registration Required.</b> (TOC §1956.021) * Criminal penalty Per §1956.040		
<input type="radio"/>	<input type="radio"/>	Registration Required. ( <i>never registered or expired <b>more</b> than one (1) year</i> )
<b>Term of Certificate.</b> (TOC §1956.023)		
<input type="radio"/>	<input type="radio"/>	Expired Registration. ( <i>expired for <b>less</b> than one (1) year</i> )
<b>Term of Certificate of Registration.</b> (TAC §36.15)		
<input type="radio"/>	<input type="radio"/>	Acting as Metals Recycling Entity (MRE), representing to the public that they are an MRE, or performing collections, if certificate is required.
<input type="radio"/>	<input type="radio"/>	Registrant must display a copy of the current certificate of registration.
<b>ADDRESS</b>		
<b>Address on File.</b> (TAC §36.3)		
<input type="radio"/>	<input type="radio"/>	Has current mailing and principal place of business address; not a post office box.
<input type="radio"/>	<input type="radio"/>	Has current mailing address for statutory agent; not a post office box.
<input type="radio"/>	<input type="radio"/>	Has current and valid electronic mail address for all registrants, applicants and statutory agent.
<input type="radio"/>	<input type="radio"/>	Notified DPS of any changes of mailing or electronic mail address prior to the effective date of the change of address.
<b>FORMS</b>		
<b>Forms.</b> (TAC §36.4)		
<input type="radio"/>	<input type="radio"/>	On DPS-approved form and completed legibly in English.
<input type="radio"/>	<input type="radio"/>	If using an alternate form it <b>shall not</b> display the Name or State Seal of Texas, and must be completed legibly in English.
<b>OWNERSHIP</b>		
<b>Change in Ownership.</b> (TAC §36.13)		
<input type="radio"/>	<input type="radio"/>	Notified DPS of any change in ownership.
<input type="radio"/>	<input type="radio"/>	DPS notified of any change of ownership within five (5) business days.
<b>LOCATIONS</b>		
<b>Adding or Changing Locations.</b> (TAC §36.18)		
<input type="radio"/>	<input type="radio"/>	Registration required for each location.
<b>Notice to Sellers.</b> (TOC §1956.031)		
<input type="radio"/>	<input type="radio"/>	Notice to seller posted.
<input type="radio"/>	<input type="radio"/>	Incorrect notice to seller posted.
<input type="radio"/>	<input type="radio"/>	No business hours posted.
<b>RECORDS</b>		
<b>Information Regarding Seller.</b> (TOC §1956.032)		
<input type="radio"/>	<input type="radio"/>	Obtained personal identification document
<input type="radio"/>	<input type="radio"/>	Has description of motor vehicle used to transport regulated material ( <i>make, model, color, license plate, state</i> ), if applicable.
<input type="radio"/>	<input type="radio"/>	Obtained documentation showing seller is the legal owner or lawfully entitled to sell the regulated material.
<input type="radio"/>	<input type="radio"/>	Obtained written statement provided by the MRE that the seller is the legal owner entitled to sell the regulated material.
<b>If applicable:</b>		
<input type="radio"/>	<input type="radio"/>	AC and refrigeration license or refrigeration technician registration, when required.
<input type="radio"/>	<input type="radio"/>	Receipt, bill of sale, other documentation showing seller purchased replacement heating or AC unit or central heating/AC unit.
<input type="radio"/>	<input type="radio"/>	Acceptable documentation for burned, insulated communications wire salvaged from a fire.
<input type="radio"/>	<input type="radio"/>	Verification that the seller was an MRE.
<b>Record of Purchase.</b> (TOC §1956.033)		
<input type="radio"/>	<input type="radio"/>	Accurate electronic or written record of purchase completed legibility in English.
<input type="radio"/>	<input type="radio"/>	Place and date of purchase.
<input type="radio"/>	<input type="radio"/>	Name, address of seller, and seller's personal identification document number.



YES	NO	
<input type="radio"/>	<input type="radio"/>	Description made in accordance with custom of trade of commodity type and quantity of regulated material purchased.
<input type="radio"/>	<input type="radio"/>	Description of motor vehicle used to transport regulated material ( <i>make, model, color, license plate, state</i> ).
<input type="radio"/>	<input type="radio"/>	Documentation evidencing / signed written statement provided by the MRE that the seller is the legal owner of and lawfully entitled to sell the regulated material.
<b>If applicable:</b>		
<input type="radio"/>	<input type="radio"/>	AC and refrigeration license or refrigeration technician registration, when required.
<input type="radio"/>	<input type="radio"/>	Receipt, bill of sale, other documentation showing seller purchased replacement heating or AC unit or central heating/AC unit.
<input type="radio"/>	<input type="radio"/>	Acceptable documentation for burned, insulated communications wire salvaged from a fire.
<input type="radio"/>	<input type="radio"/>	Verification that the seller was an MRE.
<b>Documentation of Fire-Salvaged Insulated Communications Wire.</b> (TAC §36.33)		
<input type="radio"/>	<input type="radio"/>	Acceptable documentation / affidavit for burned, insulated communications wire salvaged from a fire.
<b>Photograph or Recording Requirement for Regulated Metal Transaction.</b> (TOC §1956.0331)		
<input type="radio"/>	<input type="radio"/>	Obtained a digital photograph / video recording of seller's entire face and each type of regulated metal purchased.
<input type="radio"/>	<input type="radio"/>	Retained video recording for 91 days after transaction.
<input type="radio"/>	<input type="radio"/>	Retained digital photograph for 181 days after transaction.
<input type="radio"/>	<input type="radio"/>	Photograph or recording available within 72 hours of transaction.
<b>Preservation of Records.</b> (TOC §1956.034)		
<input type="radio"/>	<input type="radio"/>	Preserved records until the second (2 <sup>nd</sup> ) anniversary of the date the record was made.
<input type="radio"/>	<input type="radio"/>	Kept records in easily retrievable format.
<b>Inspection of Records.</b> (TOC §1956.035)		
<input type="radio"/>	<input type="radio"/>	Permitted inspection (record of purchase, digital photograph or video recording, regulated material).
<b>Reporting Requirements.</b> (TAC §36.31)		
<input type="radio"/>	<input type="radio"/>	Furnished report by the second (2 <sup>nd</sup> ) working day after the date of purchase or other acquisition of regulated material for which a record is required by TOC §1956.036).
<b>Furnishing of Report to DPS.</b> (TOC §1956.036)		
<input type="radio"/>	<input type="radio"/>	Furnished report by close of business on second (2 <sup>nd</sup> ) working day after purchase.
<input type="radio"/>	<input type="radio"/>	Notified Department about purchase of bronze material that is a cemetery vase, receptacle, memorial, statuary or aluminum irrigation pipe by close of business on the first working day after purchase.
<b>Placement of Items on Hold.</b> (TOC §1956.037)		
<input type="radio"/>	<input type="radio"/>	72 hours, excluding weekends and holidays, before disposal, processing, sale or removal of regulated metal.
<input type="radio"/>	<input type="radio"/>	Other – eight (8) days, excluding weekends and holidays, before the disposal, processing, sale or removal, if the item is a cemetery vase, receptacle, or memorial made from a regulated material other than aluminum material.
<b>CONDUCT</b>		
<b>Standards of Conduct.</b> (TAC §36.36)		
<input type="radio"/>	<input type="radio"/>	Cooperates with investigation by peace officer, DPS representative, or representative of county, municipality or political subdivision, that issues a license or permit.
<input type="radio"/>	<input type="radio"/>	Permits access during normal business hours to a person authorized to inspect.
<input type="radio"/>	<input type="radio"/>	Does not purchase, sell or possess explosive weapons or explosives as defined by Texas Penal Code §46.02(2).
<input type="radio"/>	<input type="radio"/>	Notifies DPS of disqualifying offense within 72 hours of conviction.
<b>Hours for Purchasing Material.</b> (TOC §1956.039)		
<input type="radio"/>	<input type="radio"/>	Purchases regulated material from the general public more than 15 consecutive hours in one day.
<input type="radio"/>	<input type="radio"/>	Purchases regulated material from the general public after 9 p.m.
<b>Criminal Penalty.</b> (TOC §1956.040)		
<input type="radio"/>	<input type="radio"/>	Knowingly buys stolen regulated material.
<input type="radio"/>	<input type="radio"/>	Knowingly buys insulated communications wire burned wholly or partly to remove the insulation without proper documentation.
<b>Notice of Restrictions.</b> (Lead-acid battery, fuel tank, PCB-containing capacitor) (TOC §1956.104)		
<input type="radio"/>	<input type="radio"/>	Notice posted.
<input type="radio"/>	<input type="radio"/>	Incorrect notice (wrong size, 24" x 18", incorrect language).
<b>TRAINING</b>		
<b>Texas Metals Program Recycler Training</b> (TAC §36.34)		
<input type="radio"/>	<input type="radio"/>	Applicant and registrant satisfactorily complete DPS's Texas Metals Program Recycler Training.
<input type="radio"/>	<input type="radio"/>	Proof of training maintained at place of business.
<b>PAYMENT</b>		
<b>Payment by Metal Recycling Entity.</b> (TAC §36.35)		
<input type="radio"/>	<input type="radio"/>	Check or money order issued to seller NOT cashed by MRE at MRE location.
<b>Cash Transaction Card.</b> (TOC §1956.0382)		
<input type="radio"/>	<input type="radio"/>	Includes name and address of seller.
<input type="radio"/>	<input type="radio"/>	Includes digital photograph of seller taken at the time of application/
<input type="radio"/>	<input type="radio"/>	Includes unique identifying number.
<input type="radio"/>	<input type="radio"/>	Includes expiration date that is NO more than two (2) years from the date of application.
<input type="radio"/>	<input type="radio"/>	Cash Transaction Card mailed to seller – address provided on application.
<input type="radio"/>	<input type="radio"/>	Preserves each application and a copy of each Cash Transaction Card for two (2) years.



YES NO

**Cash Transaction Card.** (TAC §36.37)

- |                       |                       |   |
|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | Cash Transaction Card is laminated or made of rigid plastic or other durable material.                        |
| <input type="radio"/> | <input type="radio"/> | All information on card is legible and in English.  |
| <input type="radio"/> | <input type="radio"/> | Name and registration number of MRE is on front of card.  |
| <input type="radio"/> | <input type="radio"/> | Cash Transaction Card does not contain Texas State Seal or name or insignia of DPS.                           |
| <input type="radio"/> | <input type="radio"/> | Digital photograph on Cash Transaction Card is the same digital photograph as on application and is in color. |

Total Number of Deficiencies:

Number of Felony Charges Filed:

Stolen Vehicles Recovered #

\$

Number of Misdemeanor Charges Filed:

Stolen Parts Recovered #

\$

**TOM records check completed:** ☐ YES ☐ NO

**DEFICIENCIES / OTHER FINDINGS / NOTES:**

**ACKNOWLEDGEMENT OF INSPECTION**

☐ **NO DEFICIENCIES FOUND** (only to be signed if NO deficiencies are noted)

Attention Business Representative, an agent with the Texas Department of Public Safety inspected your Metals Recycling Entity (MRE) and found no deficiencies. By signing below, you acknowledge the inspection occurred and no deficiencies were found. No further action is required on your part.

OAM OPM

Signature of Business Representative

Title

Date  
(MM/DD/YYYY)

Time  
HH:MM

☐ **DEFICIENCIES FOUND** (only to be signed if deficiencies are noted)

During the inspection completed on the aforementioned business location, your business was found to be deficient in the listed areas indicated on previous pages. Deficiencies may necessitate a follow-up compliance inspection. Your signature below is your acknowledgement of the deficiencies found during the inspection and is not an admission of guilt.

OAM OPM

Signature of Business Representative

Title

Date  
(MM/DD/YYYY)

Time  
HH:MM

Supervisor  
Initials

Today's  
Date